

AKO at a Glance: Overview

Get There Fast

1. Open an Internet browser (such as Internet Explorer or Netscape)
2. Go to www.us.army.mil
3. Click “login” and enter your username & password
4. If you do not have an account, click on [Register for AKO](#)
5. If you forgot your password, click on [Lost Password](#)

Register for an Account

Army personnel (Active, Guard, Reserves, DA Civilians, etc) can register for full accounts. Other valid users can have sponsored accounts. To register:

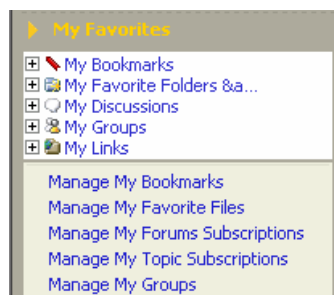
1. Go to www.us.army.mil
 2. Click on [Register for AKO](#)
 3. Click Full Account or Guest Account and follow the instructions
- Tip** Military personnel will need their Pay Entry Base Date; DA Civilians/NAF will need their Service Computation Date; guests will need the AKO username of their sponsor

Information at Your Fingertips

AKO puts your information at your fingertips! Login now for personalized announcements, links, and notifications. The most recent files in your subscriptions are in the “What’s New in My Subscriptions” channel. [My Favorites](#) (left bar) is a shortcut to information that you select. [My Workspace](#) (tab at the top of the page) manages your subscriptions, notifications, and group membership. See below for more.

My Favorites

1. Login to AKO
2. Click on My Favorites in the left navigation bar
3. Click on a section (Bookmarks, Folders & Files, Discussions, Groups, or Links) to view your favorites in each
4. To add or delete, click “Manage”



My Workspace

1. Login to AKO
2. Click the [My Workspace](#) tab at the top of the page
3. Use [My Workspace](#) to view and manage your notifications, the pages that you have created, the new files in your subscriptions, and your group memberships



Tip A page is like a website and a Knowledge Center is like a file cabinet. Learn more about file sharing in the section below.

Online File Sharing

Share, version, and collaborate on any file! AKO users have 50 MB of personal space. Army Organizations and official communities have unlimited storage.

Download a File

1. Click on the title of a file in the “What’s New in My Subscriptions” channel
2. Click to “Open” or “Save” (recommended) the file

Upload a File (& Send a Notification)

1. Click the [files](#) button in the gold toolbar
2. Find your file cabinet and folder



Tip If there is no folder, click the [New Folder](#) button

3. Click on the [Add a File](#) button
4. Follow the steps in the wizard
5. The last step allows you to send a notification to groups or individuals about your file



Post a New Version of a Document

1. Find the Knowledge Center (file cabinet) where you want to put your file
2. Click on the name of the folder
3. Check the box next to the title of the file
4. Click on the [New Version](#) button
5. Follow the steps in the wizard



Lock a File

1. Find the Knowledge Center (file cabinet) where the file is located
2. Click on the name of the folder
3. Check the box next to the title of the file
4. Click on the [Check Out](#) button



Tip For quick access to your favorite files, check the box next to the file name and click [Add to Favorites](#). These favorite files are in the left navigation bar – [My Favorites](#), under [Files & Folders](#).

Groups 101

AKO Groups is a powerful new capability that is used for:

1. Collaboration (see [Advanced Groups](#), next page)
2. Notifications (see [Notifications](#), below)
3. Access controls on any type of content in AKO - pages, channels, discussions, and files (see [Advanced Groups](#), next page)

Anyone can create an interest group and allow others to join. Everyone will automatically belong to official groups based on account type (example: Active Army or Family Member) and other attributes (such as occupational specialty).

Tip Advanced Groups, on the next page, has many more how-to examples for Groups

Notifications

AKO allows you to notify individuals or groups in two different ways – with a brief message and a link to a page or a file, or with an email.

Send a Notification about a Page

1. Click to a page in [My Bookmarks](#) (in [My Favorites](#) - see above for more)
2. Click on [Send Link](#)
3. Click [Browse](#), and either find a group, or click [Search](#) for an individual user

Tip To send a notification about a file, see the [Online File Sharing section](#) (left). You can also send notifications about Discussions and Groups.

Email a Group

1. Click on the [groups](#) button in the gold toolbar
2. Click on the name of a group in the My Group Membership channel
3. If you have permission, you will see the button: [Email Members](#)



Tip To learn how to subscribe to get notifications when content is updated, and to learn how to manage your notification settings, see the [Advanced Notifications section](#) on the next page

Find a Person

Search for any AKO User:

1. Click on [White Pages](#) (left bar)
2. Enter the person’s first name and last name and click [Search](#)

Tip Too many results? Try including rank or component in your next search

Search

AKO search is in the upper left of the header:

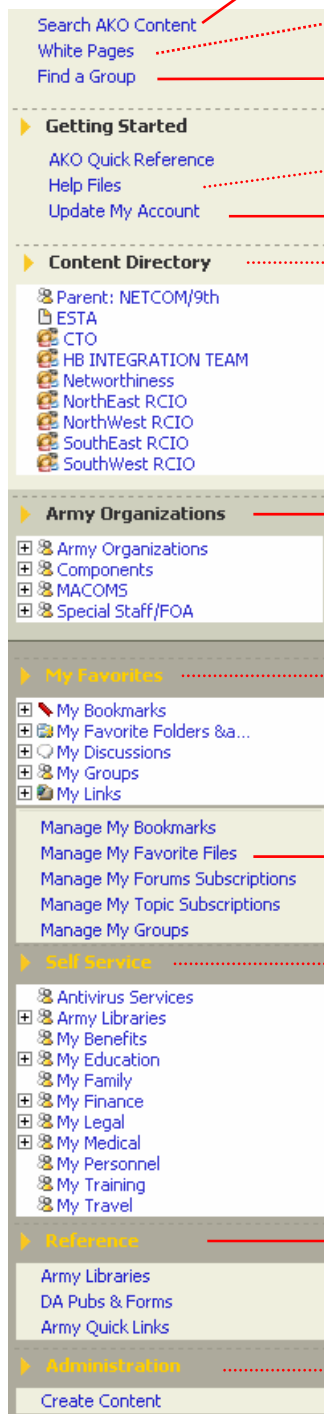
1. Click the [Search](#) link
2. Type keywords in the Search box
3. Use or adjust the default options
4. Results from AKO & Army sites

More Help? Click on the [Help](#) link (upper right) for FAQs, Help Files, and the Help Desk.

AKO at a Glance: *Navigation*

Left Navigation

The left navigation bar provides quick access to shortcuts and content



Click **Search AKO Content** to search AKO and Army sites

Search **White Pages** for any AKO user

Find a Group is a quick way to search for groups

The **Help Files** provide details on every aspect of AKO

My Account: change your password and preferences (including email forwarding and IM auto-launch)

The **Content Directory** appears when you visit pages; it allows you to view associated sub-pages

Army Organizations have information about their missions and may have some content available to members only

My Favorites is a collection of your shortcuts to your favorite pages, folders, files, groups, discussions, & links

Manage My... allows you to add, delete, and organize your favorite page bookmarks, files, discussions, and groups

Self Service pulls together useful sites and tools such as MyPay (in My Finance), Army eLearning (in My Education), and the Perstempo counter (in My Personnel)

Reference contains the Army Libraries page (online research), the DA Pubs & Forms page, and Army Quick Links (including Army A-Z)

Create Content allows you to create pages, forums, and groups – to save time, use the wizards to create it all in just a few clicks!

Welcome

Welcome, AKO User | My Account | Help | Logout

The **Welcome Message** gives you quick access to your account (including email forwarding and password reset), help (FAQs, Help Files, Help Desk), and logout.

Toolbar



Email. Every AKO user has an email account with 50 MB of storage (ex: my.username@us.army.mil). The Help Files explain how to set up Outlook or Exchange to get AKO mail.

Files. Formerly called the “KCC,” **AKO Files** allows you to share and version your files online. More? See page one.

Forums. Visit AKO’s **Forums** to participate in discussions on a variety of topics with other AKO users.

Groups. This new management tool allows you to create groups instantly and manage your group membership. Click to go to the **Groups** home page (more below).

Advanced Groups. The **Groups** home page shows you the groups that you belong to and gives you a shortcut to creating your own groups. You can create a basic group (a list of names or other groups) that can be used as a contact list or an access control list. You can also create a full group, which creates a group, a home page, and discussion areas.

IM & Chat. Talk to colleagues & family members – right now! To sponsor a family member account, see page one.

Advanced Notifications

New Notifications

Your new notifications are published on the home page:

My Notifications

One unread notification

AKO.User123 has sent you a link to the "Army Reserve" Page.

[View all my notifications](#)

Click “View all my notifications” for the complete list.

Change Notification Settings

Information overload? Change how often you receive notifications. You can also choose whether you would like notifications to be emailed to you or received only in AKO.

1. Click [My Workspace](#)
2. On the Notifications Channel, click [Edit My Notification Settings](#)

Subscribe to Get Notifications



If you would like to be updated whenever new files are posted, you can subscribe to a Knowledge Center:

1. Locate the Knowledge Center (file cabinet)
2. Click on the [Subscribe](#) button in the toolbar at the top

Tip You can subscribe to get notifications for Discussions and Groups as well. When you are in a Discussion or a Group, look for the option to [Subscribe](#).